

PURCHASING DEPARTMENT

**TOWN OF ARLINGTON
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October 6, 2023

Request for Proposals #23-51
**Landscape Design Services
Veterans Memorial Park Revitalization Project**

ADDENDUM NO. 1

The attention of parties submitting proposals for the above-referenced project is called to the following Addendum to the Request for Proposals. The items set forth herein, whether of omission, addition, substitution, or clarification, shall be included in and form a part of the proposal submitted and shall become part of the contract.

I. Extended Proposal Deadline

The proposal deadline has been extended to Tuesday, October 17, 2023, at 2:00 p.m.

II. Questions submitted by interested parties

Question 1: Is there an existing topographical survey that will be provided to the selected designer or should surveying be included in the designer scope of services?

Answer: Surveying should not be included in the designer scope of services.

Question 2: The RFP states that the contract award is anticipated in October, but no other schedule information is provided. Are there other milestones the Town would like the design team to achieve?

Answer: We anticipate commencing park demolition and site prep in May 2024 (Phase I) and park construction after July 1, 2024 (Phase II).

Question 3: The RFP title references “Phase I”. Does the Town anticipate a second phase of work for this project?

Answer: The reference to Phase I in the RFP title is erroneous. Phases I and II refer to the construction schedule only (see Question 2 above).

Question 4: Can the design team count on Town representatives (ADVS, Veterans Council, others) to provide the design team with the fully vetted list of names to be included on the Honor Roll?

Answer: The Town will provide a fully vetted list of veterans' names for the Honor Roll and offer guidance on the breakdown of conflict eras and the veterans included in those breakdowns.

Question 5: Will light posts remain?

Answer: The light posts will remain; however, the posts may need to be relocated to fit into the overall design.

Question 6: Where does the Town hope to hold ceremonies in this new design?

Answer: Ceremonies and events will take place on the Honor Roll side of the park. A "stage" will be incorporated on the back side of the existing granite monument.

All other terms and conditions of the Request for Proposals remain unchanged.

**ADDENDUM MUST BE ACKNOWLEDGED IN THE PROPOSAL. FAILURE TO
ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION OF THE
PROPOSAL AS NON-RESPONSIVE.**

James Feeney, Town Manager